



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: February 25, 2004

SUBJECT: 2004 Federal HHS Poverty Guidelines Released

On February 13, 2004, the Department of Health and Human Services released the 2004 Poverty Guidelines. The chart below is for the 48 contiguous states and the District of Columbia. The Department for the Aging will update the [Federal Poverty / VDA Sliding Fee Scale](#) for July 1, 2004.

Size of family unit	Poverty guideline
1.....	\$9,310
2.....	12,490
3.....	15,670
4.....	18,850
5.....	22,030
6.....	25,210
7.....	28,390
8.....	31,570

For family units with more than 8 members, add \$3,180 for each additional member. (The same increment applies to smaller family sizes also, as can be seen in the figures above.)

If you have any questions, please let me know.

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Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors and VICAP Coordinators
Area Agencies on Aging

FROM: E. Janet Riddick

DATE: February 25, 2004

SUBJECT: AARP Information Sessions

VDA was recently contacted by the state AARP office regarding information sessions on the new Medicare Prescription Drug, Improvement, and Modernization Act of 2003. AARP, in conjunction with their local chapters, will be holding twenty or so sessions around the state during the month of April. They have asked that VICAP participate in these sessions to offer information and counseling to the attendees.

After careful thought and consideration, **VDA has advised the state AARP office that we will not participate, or lend the "VICAP" name to these sessions.** The rationale is threefold:

1. AARP (national) has applied with the Centers for Medicare and Medicaid Services (CMS) to be a Medicare Approved Discount Drug card sponsor. In compliance with the program assurances VDA signs with CMS, we can not have the appearance of endorsing one vendor over another. Although AARP maintains separate education and marketing functions in their organization, the name (and organization) is still the same.
2. Timing/training—CMS is providing states with a series of education and training opportunities in late March and early April. Additionally CMS staff will be in Virginia to provide training for local coordinators and volunteers in mid-April.

SUBJECT: AARP Information Sessions

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Local staff and volunteers may not be prepared to counsel individuals in time for the AARP sessions (which start April 1).

3. Sponsor information—CMS is scheduled to release to states (and the public) the card sponsors that have been selected in “early April”. Again, local staff and volunteers could not appropriately counsel individuals before knowing what plans are available in Virginia and the various provisions and differences in those plans.

This information is advisory only. Each AAA should make its own decision as to whether the agency would like to participate in these activities. We ask only that if you choose to participate, that staff be identified as area agency staff, not as VICAP staff.

Thank you. If you should have any questions, please feel free to contact me at 804-662-7050 or ejanet.riddick@vda.virginia.gov.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Carol Cooper Driskill

DATE: February 25, 2004

**SUBJECT: Delivering Homebound Meals During Inclement Weather
Best Practice**

Helen M. Cockrell from Shenandoah Area Agency on Aging sent me the attached Best Practice for delivering hot homebound meals during inclement weather. Unable to afford four-wheel drive vehicles, the agency experienced ten days last year when hot homebound meals could not be personally delivered to clients because of bad weather.

A local county sheriff offered to provide four-wheel drive vehicles and officers to help deliver meals during bad weather. Following his example, sheriffs from three other counties also signed up! Shenandoah AAA staff and the local sheriffs' departments teamed together to take care of homebound clients in the community during inclement weather.

The program is called "Wheels for Meals" and was executed for the first time in late January 2004 with great success. For the first time ever during a snow and ice storm, hot meals were delivered and someone was able to check on each client face-to-face. It was also reported that the "clients' faces really light up when they realize there's an officer there to check on them as well."

Thanks to Shenandoah AAA for sharing this Best Practice. Please contact Helen or Cindy Palmer, Director of Senior Center Operations, for additional information. I encourage you to email Best Practices to me for distribution to the Virginia aging network.

Nutrition Program - Best Practices

Name of Agency: Shenandoah Area Agency on Aging (PSA 7)

Contact Name/Number: Helen Cockrell or Cindy Palmer 540-635-7141

Date: February 2004

Summary of program practice or approach: The Shenandoah Area Agency on Aging and four local Sheriffs' Departments have partnered together to ensure continuous delivery of homebound meals during inclement weather. The Sheriffs' Departments provide 4WDs and officers to drive and the Shenandoah Area Agency on Aging provides staff members who know the meal delivery routes.

Objectives: Continuous delivery of homebound meals during inclement weather.

Challenges/obstacles: The rural location of many of our homebound clients makes it impossible for Agency vans to reach the homes. Our vans cannot travel into the hollows, farm roads, and back roads where many of our clients reside.

Steps taken to address challenges/obstacles: Realizing that periods of heavy rain and winter precipitation can make delivery of meals hazardous or impossible for our fleet of vans, the Page County, Warren County, Clarke County, and City of Winchester Sheriffs' Departments are providing 4WDs and officers to deliver meals, prescriptions, or other necessary supplies to our bound elderly clients. We put this into practice last week during our snow and ice storm and ensured continuous delivery of homebound meals in Page, Warren, and Clarke Counties, and the City of Winchester. This is the first time ever that our Agency could deliver meals during a snow and ice storm.

Future plans: The Shenandoah Area Agency on Aging plans to establish similar agreements with the Shenandoah County Sheriff's Department as well as with local Young Farmer's Association chapters.

Recommendations: We recommend this be presented as a Best Practice to other Area Agencies on Aging, especially those with limited 4WD capacity and difficult topography.

May 29, 2003
For Immediate Release

Although we're heading into summer, the Shenandoah Area Agency on Aging and the Page County Sheriff's Department are already preparing for winter. Last year's bad weather forced the closing of the Senior Center and stopped meal delivery to Page County homebound seniors on more than ten days.

The Board of Directors, Staff, and Volunteers of the Shenandoah Area Agency on Aging are dedicated to enabling the older citizens of Page County to continue living in their own homes for as long as possible. The Page County Sheriff's Department is committed to serving Page County's citizens and securing their safety.

Realizing that periods of heavy rain and winter precipitation can make delivery of meals hazardous or impossible for the Shenandoah Area Agency on Aging's fleet of vans, the Page County Sheriff's Department has agreed to participate in the Agency's "Wheels 4 Meals" Project.

Helen Cockrell, Executive Director of the Shenandoah Area Agency on Aging, and Page County Sheriff Danny Presgraves signed an agreement on Thursday afternoon to insure that homebound seniors receive meals no matter how bad this winter becomes. During inclement weather, the Sheriff's Department will make available, as needed, two 4-wheel drive vehicles and officers to deliver meals, prescriptions or other necessary supplies to homebound elderly clients.

Also attending the signing ceremony were Sue Pullen, the newly hired Director for the Page County Senior Center, Ellie Cross, Ombudsman for the Shenandoah Area Agency on Aging, Cindy Palmer, Director of Senior Center Operations for Shenandoah Area Agency on Aging, George DuPuy, Associate Pastor of Big Spring Mennonite Church which is providing its facility for a new meals route in northern Page, Pat Wright, Case Manager for Page County, and Shenandoah Area Board of Directors' members from Page County, Bruce Arnold and Chet Taylor. Last year the Shenandoah Area Agency on Aging provided over 18,000 meals for over 110 homebound Seniors in Page County.

Cockrell stated, "The agreement signed Thursday, May 29 between the Shenandoah Area Agency on Aging and the Page County Sheriff's Department is the first in our jurisdiction. It maximizes available resources and hopefully will be replicated throughout the northern Shenandoah Valley."

“WHEELS 4 MEALS” AGREEMENT

The Board of Directors, Staff, and Volunteers of the Shenandoah Area Agency on Aging are dedicated to enabling the older citizens of Page County to continue living in their own homes for as long as possible. The Page County Sheriff’s Department is committed to securing the safety of all citizens.

Realizing that periods of heavy rain and winter precipitation can make delivery of meals hazardous or impossible for the Shenandoah Area Agency on Aging’s fleet of vans, the Page County Sheriff’s Department hereby agrees to participate in the Agency’s “Wheels 4 Meals” Project.

During inclement weather, the Sheriff’s Department will make available, as needed, two 4-wheel drive vehicles and officers to deliver meals, prescriptions or other necessary supplies to homebound elderly clients.

Agency on Aging staff will request the assistance of the Sheriff’s Department and, when possible, provide staff or volunteers to accompany the officers. Agency on Aging staff and volunteers are protected through insurance coverage carried by the Shenandoah Area Agency on Aging.

May 29, 2003

Signatures of Agreement:

Page County Sheriff

Shenandoah Area Agency on Aging Executive Director

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Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Raymond L. Williams, Jr.
External Financial Auditor

DATE: February 25, 2004

**SUBJECT: Central Virginia Area Agency on Aging "FIRST ANNUAL
ORANIZATIONAL HEALTH CHECK EVENT"**

Attached is information on a conference being organized for March 29-31, 2004 by the staff and management of the Central Virginia Area Agency on Aging.

If there are any questions concerning the conference please contact Dan Farris, Executive Director Central Virginia Area Agency on Aging at 434-385-9070 (or email cvaaa@cvaaa.com).

Attachment

**INVITATION TO ATTEND
CVAAA'S FIRST ANNUAL ORGANIZATIONAL HEALTH CHECK EVENT**

**If you plan to attend only one conference during 2004,
this should be the one!**

You personally have (or perhaps should have) an annual physical checkup to determine the conditions of your health. Why not do the same for your organization? In these times of economic stress (some call it the flu season) and diminishing resources, what better time to explore ways to tune up the body/organization for the vigorous activity and challenges that lie ahead.

We have put together a compact training event that should leave you with enough material for thought and practice to get you through the months ahead that are sure to be filled with difficult decisions for you and your organization. Among the topics to be covered in the intense one and a half days you may find the answers you're looking for relative to team building, leadership, strategic planning, fund raising, personnel and finance issues, marketing, media relations, and what's new in Washington and Richmond. Perhaps you can pick up some helpful ideas over wine and cheese with other conference attendees, or maybe the enthusiasm you build during karaoke at Cattle Annie's will keep you sustained throughout the year.

The roster of presenters is impressive in terms of their knowledge base, experience and unique places of observation of federal and state legislatures at work. Their combined blend of consulting work, practical experience, years of political analysis and legislative experience, service on non-profit Boards, work in the media, university teaching, legal perspectives, foundation leadership and development, and knowledge of federal regulations will enable you to take full advantage of this learning opportunity. The hardest part for you may be in choosing which workshop to attend. Even that we've tried to make easier by scheduling a repeat session for some of the workshops.

In addition to the workshops, we're arranging for selected vendors that provide relevant services that may be of interest to you, to be available.

Provide a better future for you and your organization by registering today.

Call CVAAA at 434-385-9070 (or email cvaaa@cvaaa.com) for any further information you may need.

See you there.

CVAAA Conference Planning Team

CVAAA FIRST ANNUAL ORGANIZATIONAL HEALTH CHECK EVENT AGENDA

Monday, March 29

7:00 p.m. – 9:00 p.m. Registration
Wine & Cheese Reception
Vendor Setup

Tuesday, March 30

8:00 a.m. – 9:00 a.m. Registration
Coffee, Danish

9:00 a.m. – 10:00 a.m. Keynote #1 General Session
Robert B. Blancato “What’s Happening on Capitol Hill?”

10:15 a.m. – 11:45 a.m. Workshops (Series IA)

#1 Leadership	Fred Fralick
#2 Team Building	Winfred Brown
#3 Fair Labor Standards Act (part 1)	Dept. Of Labor
#4 Marketing	Keith Jones

12:00 a.m. – 12:45 p.m. Lunch

12:45 p.m. – 1:30 p.m. Keynote #2 General Session
Pete Giesen Va. General Assembly 2004 Highlights

1:45 p.m. – 3:15 p.m. Workshops (Series IB)

#1 Fair Labor Standards Act (part 2)	Dept. Of Labor
#2 Strategic Planning	Maureen Watkins
#3 Fundraising Issues	Alan Ronk
#4 Insurance Needs	Don Thornhill

3:30 p.m. – 5:00 p.m. Workshops (Series IIA)

#1 Leadership (Repeat)	Fred Fralick
#2 Team Building (Repeat)	Winfred Brown
#3 Personnel Law	Don Paxton
#4 Marketing (Repeat)	Keith Jones

8:00 p.m. – 11:00 p.m. Entertainment at Cattle Annie’s Restaurant
(Dinner, Drinks on your own)

Wednesday, March 31

8:00 a.m. – 9:00 a.m. Coffee, Danish

9:00 a.m. – 10:30 a.m. Workshops (Series IIB)

#1 Family Medical Leave Act
#2 Strategic Planning (Repeat)
#3 Fundraising Issues (Repeat)
#4 COBRA

Dept. Of Labor
Maureen Watkins
Alan Ronk
IRS

10:45 a.m. – 12:00 a.m. Workshops (Series III)

#1 Social Styles
#2 Media Relations
#3 Controlling Workers' Comp Costs
#4 Insurance Needs (Repeat)

Fred Fralick
Tracy Grau Dixon
Stuart Henderson
Don Thornhill

12:15 p.m. – 1:00 p.m.

Lunch

1:00 p.m. – 1:45 p.m.

Keynote #3
Karl Bren

General Session
"So Where's the Motivation?"

BENEFITS FOR ATTENDEES:

- Good Information
- Wine & Cheese Reception to meet Presenters
- "Goody" Bags
- Notebook with Presenters' materials
- 2 Lunch Keynotes – Meal provided
- 2 Continental Breakfasts
- All-day coffee service
- Evening entertainment
- Vendor giveaways



First Annual Organizational Health Check Event

Registration Form

Name: _____ Title: _____

Address: _____

Tel. _____ Fax.: _____ Email: _____

Select (circle) your choice of the workshop you will attend in **each** of the Workshop Series listed below:

<u>Series IA</u>	<u>Series IB</u>	<u>Series IIA</u>	<u>Series IIB</u>	<u>Series III</u>
Leadership	FLSA Part 2	Leadership(R)	FMLA	Social Styles
Team Building	Strategic Planning	Team Building(R)	Strategic Planning(R)	Media Relations
FLSA Part 1	Fundraising Issues	Personnel Law	Fundraising Issues(R)	Worker's Comp.
Marketing	Insurance Needs	Marketing(R)	COBRA	Insur. Needs(R)

(R) = Repeat Session

Please indicate the following:

I will _____ will not _____ attend the Wine & Cheese Reception on Monday Evening.

Reservations for overnight accommodations at the Conference Hotel, the **Lynchburg Radisson**, may be made directly with the Hotel by calling **804-237-6333**. The special conference rate is **\$79 plus tax**. Mention the CVAAA Conference to receive the special rates.

The special rate is valid on reservations made by March 15.

Please use one registration form for each person attending. Make as many additional copies of this form as needed for that purpose.

Mail registration form(s) and payment (\$250)* no later than March 15 to:

**CVAAA Mini-Conference
3024 Forest Hills Circle
Lynchburg, VA 24501**

*** For 3 or more registrants from the same agency, the cost for each can be reduced by \$25.**